

**THE TULALIP TRIBES**  
**Tulalip Pharmacy**  
**Job Description**

**JOB TITLE:** Full-Charge Bookkeeper/ Pharmacy Assistant

**JOB NUMBER:** TTT-010-07

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

**The Tulalip Tribes publicly announces that Tribal and Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities. Must be able to commit to strive for a successful employment history with Tulalip Tribes or other outside businesses**

**EDUCATION:** (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent **Required (Please Attach Documents)**
- ☐ Business College or community college course completion or 2 years documented experience could be substituted for education.

**SKILLS:**

- ☐ Must have a pleasant, friendly attitude.
- ☐ Ability to work with upset/difficult clients.
- ☐ Must have a basic understanding of the Native American Community.
- ☐ Must be able to be certified for Pharmacy Assistant Certificate.
- ☐ Must have demonstrated skills in bookkeeping backed by training and verifiable experience.
- ☐ Must be able to type accurately, perform routine clerical duties, answer phones and file.
- ☐ Ability to operate 10-Key properly **Test Required**

**EXPERIENCE:**

- ☐ Two (2) years bookkeeping experience. **Required**
- ☐ Experience may be substituted for a portion of schooling.
- ☐ Prior Medical/Pharmacy experience *preferred*
- ☐ Must be familiar with billing insurances and maintaining patient account files.
- ☐ Knowledge of HIS eligibility guidelines.
- ☐ Ability to maintain patient confidentiality at all times.

**OTHER REQUIREMENTS:**

- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Finger and manual dexterity for operation of calculator, personal computer and routine paperwork.
- ☐ Ability to be in a seated position for prolonged periods of time.
- ☐ Capable of occasional lifting up to 30 pounds.
- ☐ Tolerance to be exposed to computer screens for prolonged periods of time.
- ☐ Mobility to bend and extend for filing purposes.

**Tribal Department:** Tulalip Pharmacy

**Employee Classification:** Non-Exempt

**Job Summary:** Bookkeeping for the Tulalip Pharmacy. Responsible for recording and analyzing the financial information for the Pharmacy. This includes accounts payable, accounts receivable, daily cash register reconciliation, receipting and assisting the Pharmacist with Register, inventory and ordering supplies. Maintains compliance with policies and procedures.

**Employee Reports To:** Pharmacy Manager

**Specific Duties Performed:**

1. Bills insurance for pharmaceuticals.
2. Post patient and insurance payments against accounts receivable ledger. Rebills all rejected third party prescriptions.
3. Processes all accounts payable invoices.
  - a. Reviews invoices with items received.
4. Finalizes cash register and receipts all checks and daily cash sales.
  - a. White copy to Pharmacy Manager.
  - b. Yellow copy with copy of each check, attach to E.O.B. for posting to patients account.
5. Maintain a binder with daily cash sales/payments.

6. Maintains a binder with monthly income statements and detailed income and expense report.
7. Maintains a binder for inventory.
8. In absence of Tech A:
  - a. Receives prescriptions from patients, obtains patient/insurance information to process prescriptions, Assists Pharmacist in accordance with state law.
  - b. Answers phones
  - c. Send and receives orders for pharmacy products.
  - d. Performs duties to maintain neat and clean facility.
  - e. Makes telephone inquiries for prescription refills.
  - f. Operates cash register in an accurate manner.
9. Reconcile all financial aspects and functions of the Pharmacy and assists in the preparation of the annual budgets and reporting.
10. Reviews monthly reports from Finance.
11. Reviews bank deposits and assures compliance of policy & procedures.
12. Reconcile checking account activity, A/R, A/P, detail trial balances, income statements and the processing of purchase orders and check orders.
13. Assists in yearly audits.
14. Assists and monitors ordering of supplies and medical equipment.
15. Monthly reconciliation of Checking accounts and Money Market Funds.
16. Prepares income statements for Manager and/or Department Heads.
17. Posts insurance payments, i.e. Debts, credits, adjustments, bad debts, each receipt needs to reconcile with each check.
18. Assists Manager with negotiating and maintaining contract with outside vendors.
19. Performs other related duties as deemed necessary for financial functions or Pharmacy Operations.

**Terms of Employment:** This is a regular full-time position requiring 40 hours per week, or 2080 hours per year.

**Pay Range:** \$17.03 to \$23.96 **Per Hour.** After completion of entry probationary period with an excellent performance evaluation a one step raise will be given (at the discretion of the Pharmacy Manager).

**Opening Date:** January 23, 2007

**Closing Date:** February 6, 2007 @ 4:00 p.m.

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.**